

**SHAVINGTON-CUM-GRESTY PARISH COUNCIL
PUBLICATION SCHEME INFORMATION GUIDE**

Approved 06.03.2024

Information to be published	How the information can be obtained
<p>Class 1 – Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>(Hard copy and/or Website)</p> <p>Hard copy and Website or via Email if practicable</p>
<p>Who's Who on the Council and its Committees</p>	<p>Hard copy and Website</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)</p>	<p>Hard copy and Website</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard copy and Website</p>
<p>Staffing structure</p>	<p>Hard copy and Website</p>
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard copy and Website</p>
<p>Annual return form and report by auditor</p>	<p>Hard copy and Website</p>
<p>Finalised budget</p>	<p>Hard copy and Website</p>
<p>Precept</p>	<p>Hard copy and Website</p>
<p>Borrowing Approval letter</p>	<p>Hard copy (where applicable)</p>
<p>Financial Standing Orders and Regulations</p>	<p>Hard copy and Website</p>

Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' expenses	Hard copy
Members' allowances	Not applicable

Class 3 – What our priorities are and how we are doing	
(Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	Hard copy and Website
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy and Website
Quality status	Hard copy
Local charters drawn up in accordance with DCLG guidelines	Not applicable
Class 4 – How we make decisions	
(Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and Website
Agendas of meetings (as above)	Hard copy and Website
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website
Responses to consultation papers	Hard copy where available
Responses to planning applications	Hard copy and Website
Bye-laws	Hard copy
Class 5 – Our policies and procedures	
(Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business:	Hard copy and Website

Committee and sub-committee terms of reference	Hard copy
Delegated authority in respect of officers	Hard copy
Code of Conduct	Hard copy and Website
Policy statements	Hard copy and Website
Policies and procedures for the provision of services and about the employment of staff:	Hard copy
Internal policies relating to the delivery of services	
Equality and Diversity policy	Hard copy and Website
Health and Safety policy	Hard copy and Website
Recruitment policies (including current vacancies)	Hard copy and Website
Policies and procedures for handling requests for information	Hard copy and Website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy and Website
Information security policy	Not applicable
Records management policies (records retention, destruction and archive)	Hard copy and Website
Data protection policies	Hard copy and Website
Schedule of charges (for the publication of information)	Hard copy and Website
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)
Any publicly available register or list	Hard copy
Asset Register	Hard copy and Website
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Parish Councils)	Hard copy

Register of members' interests	Hard copy and Website
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)
Allotments	Hard copy and Website



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Burial grounds and closed churchyards	Not applicable
Community centres and village halls	Hard copy and Website
Parks, playing fields and recreational facilities	Hard copy and Website
Seating, litter bins, clocks, memorials and lighting	Hard copy and Website
Bus shelters	Not applicable
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and Website

Contact details:

Parish Clerk: Ms Simona Garnerò

Tel: 01270 421125

Email: clerk@shavingtononline.co.uk

Website: www.shavingtononline.co.uk

SCHEDULE OF CHARGES



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One copy of any available document will be supplied free of charge to any resident within the Parish of Shavington-cum-Gresty

Multiple copies of any available document will be supplied to any resident within the Parish of Shavington-cum-Gresty on payment of the actual cost of copying and postage.

Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Shavington-cum-Gresty or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.



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